

# Texas Anti-Gang (TAG) Administrator

*This contract position serves at a multi-agency environment consisting of co-located state, local and federal law enforcement agencies and prosecutors, funded by a grant from the Criminal Justice Division (CJD) of the Texas Governor's Office. The TAG Administrator coordinates communications between the TAG partnering agencies and serves as the TAG Center primary liaison to SAPD in administering the grant, which includes reporting metrics and applying for additional grants as the TAG continues to operate. The TAG Administrator, working in conjunction with the SAPD, is responsible in ensuring the grant funds are properly expended and recorded.*

## Essential Functions

- Acts in consent of the TAG Executive Advisory Board.
- Advises the TAG Executive Advisory Board and the SAPD in matters relating to strategic planning, policy, and performance indicators relating to the TAG grant.
- Facilitates and promotes interagency communication among partners and stakeholders.
- Collaborates interagency projects.
- Identifies future funding sources to support the TAG facility operational costs.
- Assists the SAPD in applying for future grants and other funding sources.
- Ensures compliance with grant mandates and policies.
- Works in conjunction with partners and stakeholders regarding the sharing of intelligence, trends, and threats.
- Facilitates regular meetings at the TAG facility to include, but not limited to, TAG Executive Advisory Board, working group meetings, supervisor's meetings, and intelligence meetings.
- Coordinates the collection of monthly enforcement statistics, the preparation of quarterly enforcement reports, and other reports as necessary to provide grantors with required data for evaluation of current and future grants or funding assistance.
- Assists in the procurement of equipment, supplies, and services in compliance with the City of San Antonio (SAPD) procurement rules and applicable grant rules.
- Receives, tracks, and issues equipment and supplies.
- Accounts for equipment and supplies purchased with grant funds.
- Assists in budgeting for the project.
- Conducts limited network patch connections to facilitate data and phone connectivity at the TAG facility in the IT room.
- Ensures staff has data and telephone connectivity at all times.
- Represents the TAG facility in local, regional, and national forums as directed by the TAG Executive Advisory Board.
- Oversees the TAG facility and is the primary contact with building management/landlord, contractors and vendors to ensure an efficient, safe and healthy office environment.
- The TAG Administrator acts as the facilities superintendent and will address and correct facilities issues as they arise.
- The TAG Administrator is required as necessary to pick up and transport to the TAG Center equipment and supplies.
- Performs other duties as assigned by the TAG Executive Advisory Board, the SAPD and/or their designees and fulfills responsibilities as required.





# **This is a grant-funded, contract position that does not include regular full-time benefits**

## **Qualifications**

- Bachelor's degree from an accredited college or university with preferable coursework in criminal justice or a minimum of 8 years of relevant work experience in the criminal justice field.
- Extensive experience in law enforcement, preferably with a management focus.
- Preference will be given to those with experience supervising investigative law enforcement units, managing gang and or drug investigative programs, developing and managing complex multi-agency units and with experience in the HIDTA or TAG program.
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

## **Knowledge, Skills and Abilities**

- Extensive experience in the criminal justice profession.
- Must meet requirements for a security clearance.
- Must possess exceptional writing and public speaking skills.
- Ability and experience in a multi-agency law enforcement environment involving federal, state and local authorities.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Must possess a high degree of creativity and initiative to develop realistic strategies to identify and correct program deficiencies, improve methods of operation, progress towards objectives and achieve desired results.
- Must exercise sound judgment to carry out activities independently within the guidelines.
- Must have extensive operational experience in law enforcement and investigations.
- Must possess a working knowledge of investigative programs at the federal, state and local level.
- Ability to research, analyze and summarize data.
- Intermediate familiarity with computers, networking and computer security, as well as a basic to intermediate familiarity with Microsoft Excel, Word, and PowerPoint.

## **To Apply**

If you are interested in this outstanding opportunity, please send a resumé, references, salary requirements and a cover letter to Rachel Saldivar at [rachel.saldivar@sanantonio.gov](mailto:rachel.saldivar@sanantonio.gov)

### **For additional information please contact:**

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San Antonio Police Department  
City of San Antonio  
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## **The TAG Center**

The San Antonio Police Department has accepted a grant establishing a Texas Anti-Gang (TAG) Center— a centralized point of coordination that will assist in combating organized gang criminal activity within the City.

The TAG Center will focus on gang prevention, intervention and suppression activities such as:

- Creation of strategic partnerships & planning
- Community based awareness and education
- Identification and disruption of growth and spread of adult and juvenile gangs
- Prosecution of gang related activities

The TAG program operates under a 10 member Executive Advisory Board made up with 1 member from each law enforcement agency partner.